

Message Text

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ORIGIN SS-20

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TO USMISSION GENEVA IMMEDIATE

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E.O. 11652: GDS

TAGS: OVIP (HENRY A. KISSINGER), OCON

SUBJECT: SECVISIT - ADMIN. ARRANGEMENTS

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING MONDAY, DECEMBER 17 ABOARD SPECIAL MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED THIRTY-FIVE PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE
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GRANTED.

3. SECURITY.

A SPECIAL AGENT FROM THE OFFICE OF SECURITY (SY/I/PSB) WHO WILL BE RESPONSIBLE FOR ALL SECURITY ASPECTS OF THE SECRETARY'S VISIT WILL ARRIVE AT POST FIVE TO

SEVEN DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY. HIS ETA TOGETHER WITH ADVANCE SECURITY INSTRUCTIONS WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

4. ACCOMMODATIONS.

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL IF POSSIBLE.

. A. SLEEPING QUARTERS

PRESENT REQUIREMENTS ARE ONE SUITE AND THIRTY-FOUR SINGLES.

B. OFFICE SPACE AND STAFF

SEVEN DOUBLE ROOMS WILL BE REQUIRED, AS FOLLOWS:

(1) SPECIAL ASSISTANTS' OFFICE

REMOVE BEDS AND SET UP WITH FOUR DESKS OR WORK TABLES, PHONES, ADEQUATE LIGHTING AND TWO IBM ELECTRIC EXECUTIVE PROPORTIONAL TYPEWRITERS IF AVAILABLE, OR, ALTERNATIVELY, TWO OTHER IBM ELECTRIC PICA TYPEWRITERS, WITH TYPEWRITER STANDS.

(2) HOLDING ROOM

REMOVE BEDS AND SET UP AS A SITTING ROOM.

(3) SY COMMAND POST.

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(4) STAFF OFFICE

REMOVE BEDS AND SET UP WITH FIVE DESKS OR WORK TABLES, PHONES, ADEQUATE LIGHTING AND THREE IBM ELECTRIC PICA TYPEWRITERS, WITH TYPEWRITER STANDS.

PROVIDE TWENTY-FOUR-HOUR SECRETARIAL COVERAGE BY SCHEDULING TWO TOP-SECRET-CLEARED SECRETARIES FOR 16 HOURS AND HAVING TWO OTHERS ON CALL THE REMAINING 8 HOURS.

IDEALLY, THESE ROOMS SHOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF THE CORRIDOR, BEDROOMS FOR THE TWO SPECIAL ASSISTANTS ON EITHER SIDE OF THE SUITE ACROSS THE CORRIDOR FROM ONE ANOTHER, THE HOLDING ROOM AND THE SPECIAL ASSISTANTS' OFFICE NEXT TO THE ABOVE TWO

BEDROOMS RESPECTIVELY, THE SY COMMAND POST NEXT TO THE SPECIAL ASSISTANTS' OFFICE, AND THE STAFF OFFICE NEXT TO THE COMMAND POST. FYI - THE OBJECT OF THIS ARRANGEMENT IS TO OBTAIN FOR THE SECRETARY THE OPTIMUM IN EFFICIENCY, PRIVACY AND SECURITY AT THE SAME TIME.

(5-6) S/S-S OFFICE

REMOVE BEDS FROM TWO CONNECTING ROOMS AND SET UP WITH:

(A) THREE DESKS OR WORKING TABLES FOR OFFICERS AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE LIGHTING.

(B) NORMAL OFFICE SUPPLIES AND FORMS.

(C) TWO CONFERENCE TYPE TABLES.

(D) ONE BEST AVAILABLE COPYING MACHINE - ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF THE MACHINE AND/OR A BACKUP MACHINE.

(E) TWO COPIES EMBASSY PHONE BOOK, THE POST
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REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

(F) THREE ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC.

(G) TELEPHONES - A MINIMUM OF THREE FOR THE TWO-ROOM OFFICE.

(7) VISITORS' CONTROL ROOM (SEE PARAGRAPH 9).

S/S-S OFFICE AND VISITORS' CONTROL ROOM SHOULD BE AT A LOCATION WELL AWAY FROM THE SECRETARY'S SUITE.

C. SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS SPECIAL ASSISTANTS' TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE SPECIAL ASSISTANTS TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO

THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S SUITE.

D. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS POST SHOULD ATTEMPT TO OBTAIN ROOM NUMBERS, ASSIGN PARTY TO ROOMS AND CABLE THIS INFORMATION TO THE DEPARTMENT (S/S-EX) AS SOON AS POSSIBLE.

E. PARTY SHOULD BE PRE-REGISTERED WITH KEYS IN DOORS. IF NOT POSSIBLE, KEYS SHOULD BE IN VISITORS' CONTROL ROOM FOR PICK-UP.

F. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

G. ADVISE AVERAGE HOTEL COSTS OF ROOMS, MEALS, INCIDENTALS, ETC., TO DETERMINE WHETHER SPECIAL PER DIEM IN ORDER.

5. GROUND TRANSPORTATION.

A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR CONFIDENTIAL
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REST OF PARTY:

(1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);

- (2) ONE VEHICLE FOR SECRETARY'S SPECIAL ASSISTANTS;

- (3) ONE VEHICLE FOR SECRETARIAT STAFF (S/S-S);

- (4) TWO VEHICLES WITH DRIVERS FOR SY AGENTS.

- (5) ONE VEHICLE FOR WHCA PERSONNEL.

POST MUST NOT PLAN ON USE OF THE ABOVE INDIVIDUALLY ASSIGNED VEHICLES FOR OTHER PURPOSES.

B. WILL HOST GOVERNMENT PROVIDE ANY LOCAL TRANSPORTATION? IF SO, WHAT?

C. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF OFFICIAL PARTY.

D. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

- (1) AIRPORT TO HOTEL;
- (2) AIRPORT TO RESIDENCE;
- (2) AIRPORT TO RESIDENCE;
- (3) AIRPORT TO EMBASSY;
- (4) HOTEL TO RESIDENCE;
- (5) HOTEL TO EMBASSY;

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- (6) HOTEL TO FOREIGN MINISTRY;
- (7) RESIDENCE TO EMBASSY;
- (8) RESIDENCE TO FOREIGN MINISTRY;
- (9) EMBASSY TO FOREIGN MINISTRY;
- (10) OTHER KNOWN DRIVING TIMES, SUCH AS HOTEL OR EMBASSY OR RESIDENT TO SPECIFIC LOCATION OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

6. BAGGAGE.

A. SECRETARY'S BAGGAGE:

SY ADVANCE AGENT WILL INDICATE SPECIAL SECURITY REQUIREMENTS.

. OTHER BAGGAGE:

(1) A LARGE ENCLOSED OR COVERED TRUCK SHOULD BE PROVIDED FOR BAGGAGE, WITH RACK FOR DRESS OR SUIT BAGS.

(2) BAGGAGE MUST BE UNDER VISUAL OBSERVATION OF AN AMERICAN EMPLOYEE DURING MOVES AND AFTER IT HAS BEEN ASSEMBLED AT CONTROL ROOM OR OTHER LOCATION PRIOR TO DEPARTURE OF PARTY (UPON ARRIVAL BAGGAGE MAY BE DELIVERED TO ROOMS BY HOTEL BAGGAGEMEN, LOCAL EMPLOYEES, ETC. HOWEVER, PARTY MEMBERS WILL ACCOMPANY THEIR LUGGAGE TO COLLECTION POINT UPON DEPARTURE.)

7. COMMUNICATIONS.

A. TELEPHONE COMMUNICATIONS SHOULD ALLOW FOR TWO
SIMULTANEOUS VOICE CONVERSATIONS WITH THE WHITE HOUSE
FOR DURATION OF SECRETARY'S VISIT TO YOUR POST.

ADVISE SOONEST WHETHER THIS CAPABILITY PRESENTLY EXISTS.

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IF SO YOU SHOULD MAKE APPROPRIATE ARRANGEMENTS WITH

LOCAL TELEPHONE COMPANY TO PROVIDE PRIORITY OVERRIDE
FOR SECRETARY IN EVENT TELEPHONE CIRCUITS REQUIRED.

WE WISH TO EMPHASIZE THAT THE NEED IS FOR PRIORITY
OVERRIDE. SEPARATELY-LEASED DEDICATED LINES ARE NOT
REQUIRED.

B. S/S REQUIREMENTS DISCUSSED SEPTEL.

C. POST WILL BE EXPECTED TO PROVIDE 24 HOUR
COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO
AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS
PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER
DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY
OF ANY TDY COMMUNICATOR REQUIREMENTS.

D. CAN USIS INFORMALLY ARRANGE FOR LOCAL NEWS
SERVICE TO MAKE AVAILABLE EXTRA COPY ITS TICKER TAPE
AT NO COST? IF NOT FEASIBLE, ADVISE RENTAL COST THIS
SERVICE.

8. SECURE AREA.

THE FOLLOWING ROOMS (SEE PARAGRAPH 4B) SHOULD BE WITHIN
A SECURE AREA OR HAVE CONTROLLED ACCESS USING MSGS:

A. SPECIAL ASSISTANT'S OFFICE.

B. STAFF OFFICE.

C. S/S-S OFFICE.

9. VISITORS' CONTROL ROOM.

VISITORS' CONTROL ROOM IN HOTEL - BEDROOM FURNITURE SHOULD
BE REMOVED IF POSSIBLE OR ROOM REARRANGED SO THAT THE
FOLLOWING MAY BE ACCOMPLISHED:

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A. TABLE FOR ACCOMMODATION EXCHANGE FOR THE DURATION OF THE VISIT (PRE-PACKAGED MONEY IS RECOMMENDED). EXCEPT FOR A FEW HOURS AFTER ARRIVAL OF THE PARTY AND A FEW HOURS PRIOR TO DEPARTURE, TRANSACTIONS CAN BE HANDLED BY THE EMPLOYEE IN CHARGE OF THE CONTROL ROOM.

B. TABLE FOR MAPS, BOOKLETS, AND INFORMATION SHEETS (ONLY ONE SUBJECT PER SHEET) ON:

LAUNDRY AND DRY CLEANING FACILITIES,

HAIR DRESSER FACILITIES,

RESTAURANTS,

PLACES OF INTEREST (MUSEUMS, ART GALLERIES, ETC.),

DOLLAR/LOCAL CURRENCY CONVERSION TABLES,

MEDICAL FACILITIES,

HEALTH PRECAUTIONS,

MOTOR POOL INFORMATION,

PLACES OF ENTERTAINMENT,

LIST OF DO'S AND DON'TS,

ROOM ASSIGNMENTS,

TELEPHONE LISTING OF KEY PERSONNEL.

(NOTE: PREPARATION OF THIS MATERIAL FROM SCRATCH BY THE EMBASSY SHOULD NOT BE GIVEN UNDULY HIGH PRIORITY. USE FREE BROCHURES ISSUED BY HOST COUNTRY TOURIST OFFICE, CURRENCY CONVERSION TABLES (PARTICULARLY IF THEY ARE AVAILABLE FROM A LOCAL BANK) AND CITY MAPS SUPPLIED BY TOURIST OFFICE, ETC. THE MOTOR POOL INFORMATION SHEET IS THE ONLY ONE TO BE PLACED IN EACH INDIVIDUAL'S HOTEL ROOM; INDIVIDUAL WELCOME OR INFORMATION KITS FOR PARTY ARE NOT REQUIRED.)

C. CIGARETTES, BEVERAGES, AND SUNDRY ITEMS SHOULD BE AVAILABLE FOR SALE.

D. FOREIGN SERVICE LOCALS CAN AND SHOULD ASSIST IN THE OPERATION OF THE CONTROL ROOM.

E. IN ADDITION TO A TABLE FOR A PERSON HANDLING ACCOMMODATION EXCHANGE, THERE SHOULD BE A WORK TABLE
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FOR THE CONTROL ROOM OFFICER AND ONE ELECTRIC AND ONE MANUAL TYPEWRITER IN GOOD WORKING ORDER SHOULD BE
AVAI

<< END OF DOCUMENT >>

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